

TRIPURA



GAZETTE

*Published by Authority***EXTRAORDINARY ISSUE***Agartala, Thursday, November 17, 2022 A. D., Kartika 26, 1944 S. E.*

**PART--I-- Orders and Notifications by the Government of Tripura,  
The High Court, Government Treasury etc.**

**GOVERNMENT OF TRIPURA  
EDUCATION (HIGHER) DEPARTMENT**

No.F.1913-1)-DHE/Estdt.(G)/2022/3308(02)

Dated, Agartala the 9th November, 2022.

**Guideline for Career Advancement Scheme (CAS) for Technical & Professional (Government  
College of Art & Craft) Degree College Teachers**

In suppression of the earlier guideline dated 29<sup>th</sup> October 2022 issued, the fresh guidelines in pursuance of the Notification No.F.1.(13-1)-DHE/Estdt(G)/2019/3794-3810 on 27/12/2019 for Career Advancement Scheme (CAS) has been designed and notified for technical teachers (/faculty members) employed in the Degree level Technical & Professional Institutions (i.e., for Tripura Institute of Technology (Degree level) & Government College of Art & Craft, Lichubagan, Agartala) of the State.

**1.0 Annual Process of Promotion**

- 1.1 A teacher who wishes to be considered for promotion may submit in writing in Proforma – I developed by the Department of Higher Education duly supported by all credentials to the Principal of the College, within three months in advance of the due date, that he / she fulfils all requisite qualifications.
- 1.2 Candidates, who do not fulfil the minimum requirement proposed in the Regulation, will have to be re-assessed after a period of one year. The date of promotion shall be the date on which he / she satisfy all the minimum requirements and successfully reassessed.
- 1.3 The entry level and consecutive stages of promotions are shown below:

Stage	Designation	Level	Entry Pay (in Rs.)
Entry Level, Stage-I	Assistant Professor	10	57,700/-
Stage-II	Assistant Professor (Senior Scale)	11	68,900/-
Stage-III	Assistant Professor (Selection Grade)	12	79,800/-
Stage-IV	Associate Professor	13A1	131,400/-
Stage-V	Professor	14	144,200/-

1.4 Those who are eligible for promotions after the date of publication of the State Government Notification, vide, No.F.1.(8-38)-DHE/Estdt(G)/2019/3794-3810 dated 27/12/ 2019, shall have to meet the necessary conditions such as additional qualification, undergoing industrial/professional training, pedagogical training, faculty induction program, publishing research papers etc. as per AICTE 7<sup>th</sup> CPC Guideline for teachers from Degree level Technical (Engineering)/Professional (Government Arts & Crafts College of Tripura) Institutes.

(a) As per the Clause no 1.4 (c & d) of the AICTE 7<sup>th</sup> CPC Gazette Notification dated 01/03/2019, the due date of eligibility for incumbent faculty members who are eligible for promotions shall be permitted to be fulfilled till 31st July, 2022 to avail the benefit of promotion retrospectively from the date of eligibility; otherwise, they will be eligible for promotion from the date they meet these criteria thereafter.

(b) It is clarified by the AICTE in Clause no-13 of the Gazette Notification on 7<sup>th</sup> CPC dated 29/05/2020 that,

*"The criteria for promotion laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulation. This option can be exercised by Degree and Diploma teachers, both but only within three years from the date of notification of these Regulations."*

In this regard, considering the larger interest of the institute as well as the faculty members, the Department may consider effective date of application of service conditions from the date of the 7<sup>th</sup> CPC Notification dated 27/12/2019 issued by the Government of Tripura.

## 2. Training Need

### 2.1 Mandatory Teacher Trainings

- a) All newly appointed faculty members shall complete eight (08) modules of Faculty Induction Program (FIP) Certificate Course within first three (03) years of their service.
- b) Teachers newly appointed within last five (05) years (counted from the date of issuance of this notification) to any position shall have to mandatorily undergo eight (08) online modules of Faculty Induction Program (FIP) through MOOCs in SWAYAM Portal.
- c) The requirement of completing these modules is necessary to all incumbent teachers described under Para 2.1 (a) & (b), for applying for promotion / selection to next higher cadre only once in the career.

## 2.2 Industrial / Professional Training:

As per the AICTE 7<sup>th</sup> CPC Gazette Clause no 2.15, there is a requirement of **Industrial Training** for the teachers of Technical Colleges. Considering the present scenario, it would be a challenge for the teachers to undergo Industrial Training due to the shortage of major industry in the State as well as entire North East. Moreover, the Department has to bear all the expenses for the training programme.

Since a requirement of industrial / professional training has been stipulated for vertical movement of faculty members, so Directorate of Higher Education, Government of Tripura, is in the process to device such method so that teachers members from Degree technical institute can undergo industrial / Professional training.

In this regard, one separate file No.F.1(499)-DHE/Estt(G)/2020(L) has been processed for decision to get approval on the drafted regulation prepared for Industrial/Professional training.

## 2.3 Teaching Engagement

The faculty members working in technical institutions under the purview of AICTE shall have a teaching engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial / project/ research/ administration may be distributed among the faculty members as per the need and availability of staff.

The laboratory engagement will also be counted towards teaching hours. The minimum teaching contact hours for various positions shall be as given in Table below.

Designation	(Teaching or Laboratory hours) per week
Assistant Professor	16
Associate Professor	14
Professor/Senior Professor	14
Principal	6

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HOD / Dean.

## 3.0 Incentives for Ph. D. and other Higher Qualification

3.1 Five non-compounded advance increments shall be admissible at the entry level of a recruitee as an Assistant Professor possessing a Ph.D. awarded in a relevant discipline by the recognized University/ AICTE approved Institutions following due process of admission test, course work (if applicable) and external evaluation as prescribed by the the UGC or the admission process adopted by the institutes established under the Act of Parliament or students having valid GATE / GPAT score for admission to Ph.D. or, students selected for Ph.D. program under National Doctoral Fellowship program

of AICTE / Prime Minister's Research Fellowship program.

- 3.2 Those possessing Post-graduate degree in M. Tech. / M. Arch. / M. Plan. / M. E./ M. Pharm. / M. Des. (Master of Design)/ M. S. (Master of Science) etc. recognized by the relevant statutory body/ council shall be entitled to two non-compounded advance increments at the entry level.
- 3.3 Teachers who complete their Ph.D. degree while in service as Assistant Professor shall be entitled to three non-compounded increments fixed at increment applicable at entry level as Assistant Professor only if such Ph.D. is in a relevant discipline, of the discipline of employment and has been awarded by a recognized University /AICTE approved Institutes following the due process of admission test, course work and external evaluation as prescribed by the UGC or the admission process adopted by the institutes established under the Act of Parliament or students having valid GATE / GPAT score for admission to Ph.D. or students selected for Ph.D. program under Quality Improvement Program (QIP) / Teacher Research Fellowship (TRF).

#### **4.0 Additional Qualification**

##### **4.1 Research Publications**

In order to ensure quality of publications for promotions, a minimum standard would be ensured through the following:

For the purpose of promotions, candidates must have published research papers in SCI journals OR SCOPUS journals OR / peer reviewed/ UGC approved Journals OR AICTE approved list of journals OR jointly approved by AICTE with respective councils / institute such as Council of Architecture / Pharmacy Council of India / Institute of Town Planners, India.

##### **4.2 Faculty Members on deputation**

Any Faculty Member on deputation to some Government Organization / Autonomous Bodies such as DHE/ DTE / AICTE / UGC / MoE (erstwhile MHRD) / Department of Science and Technology (DST) etc. on academic / administrative positions shall be deemed to have experience of academics and academic administration and be exempted from the requirement of FDP, Industrial Training and Overall Grading. If the faculty member has secured at least Very Good rating, it shall be considered equivalent to Overall Grading obtained 40-50 points out of 50 in reference to this notification for the period of deputation.

#### **5.0 Necessary conditions for Career Advancement Scheme (CAS) for Technical Institution and Government Arts & Crafts College of Tripura Teachers**

- A] **Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale, Academic Level – 11) [Stage – I to Stage – II]**
  - (i) Qualifications as prescribed for the post of Assistant Professor.

(ii) The qualifications for recruitment and promotions for faculty members in the disciplines of Basic Sciences, Social Science and Humanities shall be as per the UGC Notification No. F.1(499)-DHE/Estt.(G)/2019(L-1)/727 dated 25.06.2019 and UGC guidelines issued from time to time.

(iii) Completed two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP (Technical Education Quality Improvement Program) / NITTTR (National Institute of Technical Teachers Training & Research) / Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNMTT) / IISc (Indian Institute of Science) / IIT (Indian Institute of Technology)/ University / Government / DTE (Directorate of Technical Education) / Board of Technical Education / CoA (Council of Architecture) / IIA (Indian Institute of Architects) / Schools of Planning & Architects (SPA)/ Institute of Town Planners India (ITPI) / NRCs (National Research Centres) / ARPIT (Annual Refresher Programme in Teaching) research organization / other institute of National Importance / Design Studio.

**OR** One week Faculty Development Programme as above and one or eight weeks duration MOOCS (Massive Open Online Courses) course with E-Certification by NPTEL(National Programme on Technology Enhanced Learning)-AICTE.

**OR** Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

**AND** completed a minimum two weeks of relevant Industrial Training / Professional Training as per Para 2.2 in the entire period of Assistant Professor (Level 10- Level 13A1)

(iii) Should have satisfied any one of the below mentioned set of requirements.

Set No	Additional Qualification	To have acquired in the cadre of Assistant Professor		
		Experience (Years)	Research publications in SCI/SCOPUS journals / peer reviewed or UGC / AICTE approved list of journals.	Over All Grading obtained out of 50
1	-	04	02	40-50
2	-	05	01	40-50
3	-	05	02	25-40

**B] Assistant Professor (Academic Level 11) to Assistant Professor (Selection Grade, Academic Level – 12) [Stage – II to Stage – III]**

- a) Qualifications as prescribed for the post of Assistant Professor (Senior Scale).
- b) **Completed** two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design Studio.

**OR** One week Faculty Development Programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE.

**OR** Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

**AND** completed a minimum two weeks of relevant Industrial Training / Professional Training as per Para 2.2. in the entire period of Assistant Professor (Level 10- Level 13A1)

- c) Should have satisfied any one of the below mentioned set of requirements.

Set No.	Additional Qualification	To have acquired in the cadre of Assistant Professor		
		Experience (Years)	Research publications in SCI/SCOPUS journals / peer reviewed or UGC / AICTE approved list of journals.	Over All Grading obtained out of 50
1	-	04	01	40-50
2		04	02	25-40

**C] Assistant Professor (Academic Level 12) to Associate Professor (Academic Level – 13A1) [Stage – III to Stage – IV]**

- a) Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.
- b) **Completed** two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognised by AICTE / UGC / TEQIP / NITTTR / Pandit Madan Mohan Malviya National Mission on Teachers and Teaching (PMMMNMTT) / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT research organization / other institute of National Importance / Design

Studio.

**OR** One week Faculty Development Programme as above and one number eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE.

**OR** Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL-AICTE.

**AND** Completed a minimum two weeks of relevant Industrial Training / Professional Training as per Para 2.2. in the entire period of Assistant Professor (Level 10- Level 13A1)

c) Should have satisfied any one of the below mentioned set of requirements.

Set No.	To have acquired in the cadre of Assistant Professor (Selection Grade)		
	Experience (Years)	Research publications in SCI/SCOPUS journals / peer reviewed or UGC / AICTE approved list of journals.	Over All Grading obtained out of 50
1	03	01	40-50
2	03	02	25-40

D] **Associate Professor (Academic Level - 13A1) to Professor (Academic Level -14) [Stage – IV to Stage – V]**

a) Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch. **AND**  
b) Should have satisfied any one of the below mentioned set of requirements.

Set No.	Ph.D. guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor		
			Experience (Years)	Research publications in SCI/SCOPUS journals / peer reviewed or UGC / AICTE approved list of journals.	Over All Grading obtained out of 50
1	1	15	03	06	40-50
2	2	15	03	06	25-40
3	-	16	03	03	40-50

6.0 **Constitution of the “Screening-Cum-Evaluation Committee” for CAS Promotion of Faculty Members in Technical Institutions from One Level to next Higher Level and related guidelines:**

***A/ Constitution of Screening-cum-Evaluation Committee***

The Screening-cum-Evaluation Committee for the post of Assistant Professor /Associate Professor and Professor in College shall have the following composition:

- a) The Principal of the College to be the Chairperson of the Selection Committee.
- b) Head of the Department/Branch (HoD) of the concerned subject in the College.  
If HoD/ HoD (I/C) of the Department concerned is one of the eligible candidate for CAS promotion of the College, the other senior most College teacher of the Department/ other Institute would be the member.
- c) Two subject-experts in the subject concerned to be nominated by the Vice-Chancellor/Acting Vice Chancellor of the affiliating university from the panel of experts. If no subject expert is available, other senior-most teachers could be nominated.

The quorum for this committee in all categories shall be three, which will include one subject expert / university nominee.

***BJ Guidelines for the Committee***

- a) The Committee shall verify /evaluate the grades secured by the candidate who applied to avail CAS through the Assessment Criteria and Methodology Proforma designed by the Department of Higher Education, Govt of Tripura based on the AICTE Regulations; and recommend to the Director, Higher Education about the suitability for the promotion of the candidate(s) under CAS for implementation.
- b) After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.
- c) The Eligibility and Assessment of the performance of College teachers for the CAS promotion is based on the following steps. A candidate needs to fulfil all the requirements of step-I, II and III below in order to be finally selected for CAS promotion.

**Step-I** A candidate needs to fulfil all the criteria as laid down in Para 1, 2, 4, and 5 of this Notification as per the level of CAS promotion applicable to him/her. For assessment of these criteria a candidate has to submit all the relevant information to the Principal / Principal (I/C) of the College as per Proforma-I.

**Step-II Teaching-Learning Evaluation:**

The commitment to the teaching based on observable indicators, like, being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the

answers in the class.

In this regard the following API score as per the Table below need to be fulfilled:

360° Score	SI	Nature of activity	Maximum Score
Teaching Process (Maximum Point 60)	1	Lectures, Seminars, Tutorials, Practical, Contact hours undertaken takes as percentage of lectures allocated.	10
	2	Maintaining 'Course File' on semester basis as approved by the College.	30
	3	Preparing and imparting knowledge/ instruction as per curriculum, syllabus enrichment by providing additional resources to students.	10
	4	Use of participatory and innovative teaching-learning methodologies, online content development, updating of subject content, course improvement etc.	10
Departmental Activities (Maximum Point 20)	1	All responsibilities assigned by Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA or AICTE work, sponsored projects, departmental newsletter, <u>wall magazine</u> etc. The teacher will earn 3 points per semester for each activity up to a maximum of 20.	20
Institute Activity (Maximum Point 30)	1	Examination duties (invigilation, question paper setting following norms as approved by the College & Evaluation / assessment of answer script) (as per allotment)	10
	2	Sessional & Internal Examination record preparation and preserving following norms as approved by the College.	05
	3	Administrative responsibilities such as HoD, Academic Coordinator, responsibilities related to TEQIP /NBA /NIRF/ AICTE projects etc., Warden of Hostel, Training and Placement officer, Estate Officer, Member of different administrative committees of the College etc. The candidate will earn 2.5 points per semester for each activity up to a maximum of 10.	10
	4	Organizing seminars/ conferences/ workshops, other college/ university activities.	05
Student Related Activity (Maximum	1	Student related co-curricular, extension and field based activities such as student clubs, career counselling, <u>Student counselor</u> , study visits, student seminars and other events, Induction Program,	10

Point 20)	cultural, sports, NCC, NSS, etc.		10
	2 Students' Feedback (Total marks of the feedback reduced to the scale of 10 per Semester; and then taking average of all Semesters)		
Contribution to Society (Maximum Point 20)	1	Services rendered to the other organization/NGO/Society.	05
	2	Participating / Organizing Swachha Bharat Abhiyan, Unnat Bharat Abhiyan, Yoga Classes, Blood Donation, Vanmahotsava or other similar nature works etc.	05
	3	On-going and completed Research projects & Consultancy	05
	4	Professional Membership (per Membership, 2.5 marks)	05
<b>Total Marks:</b>			<b>150</b>

A candidate needs to obtain minimum 60% score, out of the above activity parameters, to become eligible for CAS promotion.

**Step-III** The evaluation of the performance of teachers shall on the basis of Annual Confidential Report (ACR) in the prescribed Proforma-I given at Annexure – I designed and supplied by the Directorate. The report should be submitted at the end of every academic year, within the stipulated time.

The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, submitted to the Head of the Department (HOD) / HOD (In-charge) for verification.

After verification, HOD / HOD (In-charge) will forward the same to the Principal / Principal (I/C) for next course of action.

In the ACR, minimum grade of 'Good' is required for becoming eligible to avail CAS benefit.

d) The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions.

In case the candidate fails to achieve the maximum feedback score, the subsequent year's may be taken into consideration while dropping the lowest feedback score in any one of the year.

The candidate shall submit calculation sheet for each academic year to be considered and a summary sheet will be prepared exhibiting his/her score in every year.

### C] Assessment Process -- Assessment Criteria and Methodology:

a) The criteria for promotion under CAS laid down under these Regulations shall be

effective from the date in line of Para 1.4 above.

- b) A teacher who wishes to be considered for promotion under CAS may apply to the college, following Para 1.1 and 1.2 above.
- c) In order to avoid any delay in holding the Screening-cum-Evaluation Committee meetings for various positions under CAS, the College may initiate the process of screening / selection, and complete the process within six months from the receipt of application.
- d) The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.
- e) For the promotion under the CAS, the applicant teacher must be on the role and in active service of the College/Department on the date of consideration by the Committee.
- f) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.

**Or,**

If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Step-I, II and III above at a later date and applies on that date and is successful, his/her promotion shall be effected from that date, when the candidate fulfils the eligibility criteria.

**Or,**

The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year, in line of Para 1.2. When such a candidate succeeds in the eventual assessment, his/her promotion shall be effected from that date, when the candidate fulfils the eligibility criteria.

- g) Regarding the cases of promotions from one Academic Level / Grade Pay to another Academic Level / Grade Pay under the Career Advancement Scheme provided under the AICTE Regulations on Minimum Qualifications for Appointment of Teachers in Technical Colleges and Measures for the Maintenance of Standards set up by the AICTE Regulation 2019 for Degree level Technical Institution under Higher Education. The teachers shall be given the option to be considered for the promotion from one Academic Level / Grade Pay to another Academic Level / Grade Pay as per the following:
  - (i) The teachers shall be considered for promotion from one Academic Level / Grade Pay to another as per the CAS under this Revised AICTE Regulations, 2019 accepted and notified by the Department vide Notification No.F.1(13-1)-DHE/Estt.(G)/2019/3794-3810 dated 27.12.2019.

(ii) The teachers shall be considered for promotion from one Academic Level / Grade Pay to another as per the CAS Guideline issued, vide, No.F.1(13-1)-DHE/Estt(G)/12 dated 19.10.2012, till 27<sup>th</sup> December, 2022.

h) The Principal / Principal (I/C) will collect the information from the eligible College teachers as per Proforma-I given at Annexure-I and constitute the committee as per above for screening and evaluation as per the assessment criteria and methodology and put grade defined at Step-I to III above and send a status report as per the Proforma-I with the recommendation of the committee for taking final decision by the Department of Higher Education, Govt of Tripura.

*N C Sharma*  
(N. C. Sharma)  
Additional Secretary to the  
Government of Tripura.

**Annexure-I**

EDUCATION (HIGHER) DEPARTMENT  
GOVERNMENT OF TRIPURA

**PROFORMA – I: SELF APPRAISAL FOR PROMOTION UNDER CAS**  
(For faculties serving in TIT (Degree module) & Government College of Art & Craft)

**PART – A: GENERAL INFORMATION AND ACADEMIC BACKGROUND**

1	Name (in block letter)	
2	Name of the Parent	
3	Nationality	
4	Date of Birth	
5	Sex & Marital status	
6	Date of 1 <sup>st</sup> entry as Assistant Professor under Education (Higher) Department	
7	Name of the Institute / College in which posted	
8	Existing designation and Grade pay	
9	Date of last promotion under CAS / appointment by direct recruitment	
10	Date of eligibility for promotion under CAS	
11	Eligible for movement under CAS as prayed for	From Stage _____ to Stage _____
12	Address for correspondence with mobile number	

**13. Post held after Appointment under this Department**

Designation	Subject / Department	Date of Actual Joining		Grade
		From	To	

14. Period of Teaching experience: i) P. G. Class (in year) \_\_\_\_\_  
ii) U. G. Class (in year) \_\_\_\_\_

**PART A-1: ACADEMIC RECORDS (add rows if required)**

**1. Academic Qualifications (Since Madhyamik, till Post Graduation)**

Examinations	Name of the Board/ University	Year of Passing	Percentage of Marks / CGPA obtained	Division/ Class/ Grade	Subject taken

**2. Research Degree(s)**

Degree	Title	Date of Award	University
M. Phil/M. Tech.			
Ph. D. /D. Phil			
D. Sc. / D. Litt.			

**3. Research experience excluding years spent in M. Phil / Ph. D. (in year):**

**4. Fields of specialization under the subject / discipline:**

a	
b	
c	
d	

**5. Research Guideline:**

Sl. No.	Number enrolled with the name of the Scholar	Thesis submitted	Date of Degree awarded
M. Phil or equivalent			
M. Tech			
Ph. D. or equivalent			

**PART – B: TRAINING RECORDS** (add rows, if required)

1) Mandatory Teacher Training as per AICTE Teacher Training Module:  
(for new inductee & on / below 05 years of service as Assistant Professor) (add row if required)

Module	Name of the Course	Duration with period	Percentage of marks scored	Enclosure No.
01				
02				

2) Industrial / Professional Training:

Name of the Course/ School	Place	Duration with period	Trainer / Agency	Enclosure No.

3) Academic Staff College MOOCs / SWAYAM / FDP / On-line Courses attended:

Name of the Course/ Summer School	Place	Duration	Sponsoring Agency	Enclosure No.

4) Experience acquired in the Post of ---

Sl.	Present Level of the Post	Period of Experience		Enclosure No.
		From	Up to	

5) Research Publication and Academic Contribution:

a) Papers published in Journals

Sl. No.	Title with page nos.	Journal	ISBN / ISSN No.	Whether peer reviewed, Impact Factor, if any

b) Articles / Chapters published in Books

Sl. No.	Title with page nos.	Book title, editor and publisher	ISBN / ISSN No.	Whether peer reviewed

c) **Full papers in Conference Proceeding**

Sl. No	Title with page nos.	Details of conference publication	ISBN / ISSN No.

**PART – C: RECORD OF OVER ALL GRADING** (add rows, if required)

1) **Teaching - Process (Maximum Points 60)**

a) Lectures, Seminars, Tutorials, Practical, Contact hours undertaken taken as percentage of lectures allocated [Maximum Marks: 10]

Sl. No.	Semester	Course Code/ Name	No. of Class scheduled in the Semester	No. of total classes actually held	Marks earned = $[10 \times \frac{V}{IV}]$	Enclosure No.
						I II III IV V VI

b) Maintaining ‘Course File’ as per NBA norms [Maximum Marks: 30]

Sl.	Parameters of the Course File as per NBA norms, to be considered.  (Self certified documents will be provided by the applicant, with subject-wise Annexure No.)	Percentage of ‘course-file maintained’ for a <b>subject</b> , awarded by concerned applicant (For multiple subjects, after showing percentage separately for all subjects, arithmetic average will be considered)	Allotted Maximum Marks	To be verified by concerned HoD with signature and date	Score (to be provided by the Principal after verification)  Scoring pattern: 91-100% =06 81-90% =05 71-80% =04 61-70% =03 41-60% =02 Upto 40% =01
i	Mapping of CO with Cognitive level of Learning.		06		
ii	Mapping of CO with POs and PSOs		06		
iii	Prepared Course Plan		06		

iv	Prepared detailed Lesson Plan		06		
v	Calculating attainment of CO, PO and PSO		06		

c) Preparation and imparting of knowledge/instruction as per curriculum, syllabus enrichment by providing additional resources to students [Maximum Marks: 10]

Sl.	Parameters to be considered as per NBA norms.  (Self certified documents will be provided by the applicant, with subject-wise Enclosure No.)	Percentage of completion of the parameter per semester, awarded by concerned applicant  (For multiple subjects, after showing percentage separately for all subjects, arithmetic average will be considered)	Allotted Maximum Marks	To be verified by concerned HoD with signature and date	Score (to be provided by the Principal after verification)  Scoring pattern: 91-100% = 05 71-90% = 04 51-70% = 03 41-50% = 02 Upto 40% = 01
i	Submitted class note prepared as per Lesson Plan		05		
ii	Prepared and approved Laboratory Manual		05		
iii	Developed and approved Teaching aid by the HoD		05		
iv	Developed additional Study resources		05		

d) Use of participatory and innovative teaching-learning methodologies, online content development, updating of subject content, course improvement etc. [Maximum Marks: 10]

Sl.	Use of participatory and innovative teaching-learning methodologies, updating of subject content, course improvement etc.	Activities done with proof (to be provided by the teacher)	Score (to be provided by the Principal after verification)  Scoring pattern: If 'Yes' - 10, If 'No' - 0.	Enclosure No.

**2) Departmental Activities (Maximum Points 20)**

Sl.	Semester	Activity	Credit Point	Criteria	Enclosure No.

**3) Institute Activities (Maximum Points 40)**

**a) Examination Duties [Maximum Marks: 10]**

Sl.	Semester	Activity	Marks obtained	Enclosure No.

**b) Sessional and Internal Examination related Activities [Maximum Marks: 05]**

Sl.	Semester	Activity	Marks obtained	Enclosure No.

**c) Administrative Responsibilities [Maximum Marks: 10]**

Sl.	Semester	Activity	Credit Point	Criteria	Enclosure No.

**d) Organising Other College/ University Activities, like, Seminar, Conference, Webinar, etc.  
[Maximum Marks: 05]**

Sl.	Semester	Activity	Credit Point	Criteria	Enclosure No.

**4) Student Related Activities (Maximum Points 20)**

a) Student related co-curricular, extension and field based activities [Maximum Marks: 10]

Sl.	Semester	Activity	Credit Point	Criteria	Enclosure No.

b) Student Feedback [Maximum Marks: 10]

Sl.	Semester	Course Code/ Name	Average Student feedback on the scale of 40	'Marks scored' converted into the scale of 10	Enclosure No.

**5) Contribution to Society (Maximum Marks: 20)**

a) Services Rendered to Other Entity [Maximum Marks 05]

Sl.	Details (Mention Year & month, Role performed, Value, etc., where relevant)

b) Services Rendered to Society [Maximum Marks 05]

S.No.	Semester	Activity	Credit Point	Criteria	Enclosure No.

c) On-Going and Completed Research Project and Consultancies [Maximum Marks 05]

Sl.	Title	Agency	Period	Grant / Amount mobilized (Rs. In Lakhs)

d) Membership of Professional Body [Maximum Marks 05]

Sl.	Name of the Professional Body	Membership Number	Membership	
			Valid from	Date of Expiration

### SUMMARY

Summary	Academic Year – 1	Academic Year - 2	Academic Year – 3
A. Teaching Process (Max Points 60)			
B. Departmental Activities (Max Points 20)			
C. Institute Activities (Max Points 30)			
D. Student Related Activity (Max Points 20)			
F. Contribution to Society (Max Points 20)			
Total (Max Points 150)			
Averaging of Total	= Total of (AY1+AY2+AY3) / 3		

### ## LIST OF ENCLOSERS:

(Self - attached copies of certificates, sanctioned orders, papers etc. where ever necessary)

I certified that all information provided here, are correct as per records and also submitted to the College.

**Signature of the Faculty  
With designation, place and date**

I verified all information provided here (up to Page 09), are correct as per records available with the Department / College / me.

**Signature of the HoD  
of the Department with seal and date**

**PART – D: REMARKS OF THE REPORTING AUTHORITY**

1. Length of the service under the reporting authority during the period of reports
2. Please specify whether Reporting Authority has submitted his/her report within the prescribed period, if not reason therefore:
3. State the Health condition of the Teacher:
4. Comments on self assessment of the Teacher (Please give details/aspects of performance with which you disagree or would like to elaborate):
5. Assessment by Reviewing Authority:

Sector/Component	Total marks	Marks allotted by the Reviewing Authority
Teaching Process	10	
Departmental Activities	10	
Institute Activity	10	
Student Related Activity	10	
Contribution to Society	10	
Total	50	

6. Overall grading:

Grade	Score	Grade obtained
Outstanding	45-50	
Very Good	39-44	
Good	33-38	
Satisfactory	27-32	
Below the expectation level	1-26	

7. Recommendation:

The faculty member bears reasonable capacity to discharge his / her duties in a responsible position to which he / she will be favored with placement under CAS and recommended for consideration of the personal.

**Signature of the Principal of concerned Institution  
(With seal)**

**N.B.:-** If any transfer of the faculty members involves for the preceding 05 (five) years, the existing Principal / Principal In Charge may collect information from the Institution and provide ACRs / recommendation of the case from the existing Establishment of the incumbent.

**PART – E: REMARKS OF THE ACCEPTING AUTHORITY**



Signature of the Accepting Authority  
(Director, Higher Education)

Name- .....

Designation-

Date-